

ATLANTIC PILOTAGE AUTHORITY OHS SYSTEM

ACTION SUMMARY – OHS COORDINATOR

NOTE: This action summary is a guide and is not intended as a complete list of responsibilities. For an understanding of all responsibilities, refer to the OHS System manual, the CLC Pt. II, and relevant regulations.

FORM, PROGRAM OR PROCESS	ACTION REQUIRED / WHEN
Actions Pending file (from inspections, investigations, Action Requests, Risk Analysis forms, etc)	Review at least twice per month; follow-up outstanding actions
New Hire Safety Orientations	Ongoing, for all new employees
OHS System Performance Report	Maintain monthly, have Chief Operating Officer and CEO initial monthly
General Inspection – Occupied Locations (for Cogswell Tower Offices)	Have WHSC member perform inspections in early Jan, Mar, May, July, Sept, & Nov.
Occurrence Investigations	Process, follow-up and file
ESDC / TC / TSB / WCB Reports	Process, follow-up and file
Training Plan	Prepare with Director of Operations; submit at Jan. WHSC meeting for review & recommendation.
Training Records	Maintain a current spreadsheet
Safety Policy	Submit at Feb. WHSC meeting for review & recommendation.
Contractor Safety Program	Ongoing management of outgoing packages, returned checklists & deliverables
Annual reports to ESCD & TC (Summary of Occurrences, WHSC Activities)	Prepare & submit annually, in Feb.
Report to ESDC on effectiveness of Risk Assessment Program	Prepare and submit every 3 years, in Feb.

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Emergency Preparedness & Response Program	Annual Emergency Wardens' Meeting & Drill in May. Postings & training: Ongoing
Air samples in office (re Asbestos Management Program)	Have collected, analyzed for asbestos each March
Results of air samples	Submit at May WHSC
Drills Log Booklets & Schedules	Collect & archive previous year's Drills Log booklets, distribute schedules & Log booklets for the new year: 1st week in January
WHSC appointments	Maintain a "member turnover schedule". Solicit nominations from various parties in May of each year, based on outgoing members
Final selection of WHSC members	September WHSC meeting, every second year
Hearing Conservation refresher training, audiometric tests	Develop schedules and implement
Annual report on audiometric testing to WHSC	Submit at April WHSC meeting
Annual report for CEO to present at AGM	Provide draft to CEO by 31 July
SOPs	Arrange for drafts (changes/additions) as required
MSDSs	Scrutinize (on-going)
Document Control Program	Prepare and distribute amendments as required; maintain documentation.
Hazard Inventory	Maintain Current